



VACANCY ADVERTISEMENT (11 POSTS)

The Jamaica Cultural Development Commission (JCDC) a Statutory Body within the Ministry of Culture, Gender, Entertainment and Sport invites applications from suitably qualified persons to fill the following position:

1. Manager Audit (Level 5) – Head Office

Under the directive of the Board of Commission, the Manager manages the Internal Audit function of the Commission, its Department and Parish Offices Island wide by establishing and implementing Internal Audit Programmes, which examines and evaluates the adequacy of management control systems provided to accomplish the objectives of the Commission in its operations and to assure the integrity of the controls governing the procedures of all activities.

Core functions are but not limited to:

- develops and ensures the implementation of policies and procedures to guide the operations of the Audit Unit within the framework of Government guidelines and International Auditing Standards;
- participates in the development and implementation of the strategic direction of the Commission;
leads the development and implementation of the Audit Unit Operational Plan, Work Plan & Audit Plan;
- ensures that the objectives of the Commission are clearly defined and communicated to the staff;
- keeps abreast of trends and developments in Internal Audit Management and recommends relevant adoption where appropriate to increase the effectiveness of the Audit Unit;
- monitors Divisional/Parish Offices responses to Audit Reports to ascertain the level of deficiencies corrected and adherence to internal controls;
- manages the preparation and submission of Final Audit Reports with relevant recommendations and ensures timely submission of documents/information requested by the Audit Committee, Executive Director and Management;
- represents the Audit Unit at meetings, conferences and other functions as necessitated.

Qualifications & Experience:

- ACCA Level 3 or;
- Bachelor's Degree in Accounting or Management Studies with Accounting from a recognized university e.g. UTECH, UWI
- Experience in auditing techniques and procedures would be an asset
- Sound and current knowledge of government policies relating to accounting, budgeting and payroll
- At least five (5) years' related work experience, three (3) of which should be at the managerial level.

Salary - \$ 2,768,694.00- 3,291,107.00

Travelling Allowance with Motor Vehicle: \$ 74,577.00 monthly

Suitable applicants should submit application along with detailed resumes no later than September 17, 2021 to:

**The Director – Human Resources Management Development & Administration
C/o The Executive Director's Office**

Email: careers@jcdc.gov.jm



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2. Parish Manager (Level 3) – Clarendon

Under the general direction of the Regional Manager, the Parish Manager is responsible for the daily administration of the Parish Office, providing leadership for the Parish Committees, leading the implementation of activities associated with the Annual Festival of the Performing, Culinary and Visual Arts as well as facilitating training activities.

Core functions are but not limited to:

- Monitoring financial operation of the parish to ensure prudent cost efficiencies:
 - Monitoring the receipts and expenditure of funds of the Parish
- Manages the development and implementation of arts and cultural programmes in the Parish by:
 - promoting cultural activities at the Zone, Community, and Parish levels;
 - sourcing sponsorship, funding and other resources to implement programmes;
 - collaborating with relevant personnel at Head Office regarding the staging of events;
 - leading the process of stimulating an awareness of the importance of culture to national development;
 - monitoring cultural activities undertaken by all agencies within the Parish in order to develop and maintain a data base for reference;
 - preparing and submitting to the Regional Manager for approval, a yearly Development Plan and budget;
 - preparing and submitting quarterly reports;
 - co-ordinating the procurement functions for the parish.

Qualifications & Experience:

- first Degree in General Arts Studies, Cultural Studies, or Community Development;
- at least three (3) years' experience in a cultural or community based organization at the supervisory level;
- Or
- diploma in any area of Cultural Expression from a recognized tertiary level institution Teachers' Diploma or Diploma in Social Work with, a minimum of five (5) years' experience at the supervisory level;
- training or experience in Events Management, Programme Planning and Evaluation and Report Writing ;
- proficient in the use of computer applications.

Salary - \$ 1,506, 370.00 - \$1,790,601.00

Travelling Allowance with Motor Vehicle: \$ 74,577.00 monthly

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3. Parish Manager (Level 3) – Manchester

Under the general direction of the Regional Manager, the Parish Manager is responsible for the daily administration of the Parish Office, providing leadership for the Parish Committees,



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leading the implementation of activities associated with the Annual Festival of the Performing, Culinary and Visual Arts as well as facilitating training activities.

Core functions are but not limited to:

- Monitoring financial operation of the parish to ensure prudent cost efficiencies:
 - Monitoring the receipts and expenditure of funds of the Parish
- Manages the development and implementation of arts and cultural programmes in the Parish by:
 - promoting cultural activities at the Zone, Community, and Parish levels;
 - sourcing sponsorship, funding and other resources to implement programmes;
 - collaborating with relevant personnel at Head Office regarding the staging of events;
- leading the process of stimulating an awareness of the importance of culture to national development;
- monitoring cultural activities undertaken by all agencies within the Parish in order to develop and maintain a data base for reference;
- preparing and submitting to the Regional Manager for approval, a yearly Development Plan and budget;
- preparing and submitting quarterly reports;
- co-ordinating the procurement functions for the parish.

Qualifications & Experience:

- first Degree in General Arts Studies, Cultural Studies, or Community Development;
- at least three (3) years' experience in a cultural or community based organization at the supervisory level;
- Or
- diploma in any area of Cultural Expression from a recognized tertiary level institution Teachers' Diploma or Diploma in Social Work with, a minimum of five (5) years' experience at the supervisory level;
- training or experience in Events Management, Programme Planning and Evaluation and Report Writing ;
- proficient in the use of computer applications.

Salary - \$ 1,506, 370.00 - \$1,790,601.00

Travelling Allowance with Motor Vehicle: \$ 74,577.00 monthly

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4. Cultural Organizer (Level 2) – St. James

Under the general direction of the Parish Manager, the Cultural Organizer is responsible for administering the development and implementation of arts and cultural programmes in the Parishes; identifying and documenting cultural peculiarities; leading the implementation of activities associated with the Annual Festival of the Performing, Culinary and Visual Arts as well as facilitating training activities.

Core functions are but not limited to:



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Administers the development and implementation of arts and cultural programmes in the Parish by:

- planning, preparing and implementing cultural programmes within the communities, working with all relevant personnel;
- collaborating with relevant personnel at Head Office regarding the staging of events;
- stimulating an awareness of the importance of culture to national development;
- identifies and documents cultural peculiarities in the Parishes by:
 - Researching cultural peculiarities of the communities;
 - Validating and document findings;
- leading the implementation of the Annual Festival of the Performing; Culinary and Visual Arts at the Parish level by:
 - organizing workshops and seminars to develop talent for the competitions;
 - collaborating with the private sector, organizations, individuals in activities aimed at showcasing cultural talent.

Qualifications & Experience:

- first Degree in General Arts Studies, Cultural Studies, or Community Development;
- at least three (3) years' experience in a cultural or community based organization at the supervisory level;
- Or
- diploma in any area of Cultural Expression from a recognized tertiary level institution Teachers' Diploma or Diploma in Social Work with, a minimum of five (5) years' experience at the supervisory level;
- training or experience in Events Management, Programme Planning and Evaluation and Report Writing ;
- proficient in the use of computer applications.

Salary - \$ 1,159,469.00- \$1,378,245.00

Travelling Allowance with Motor Vehicle: \$ 49,754.00 monthly

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5. Records Officer (Level 1) Clarendon

Under the directive of the Parish Manager, the Records Officer's responsibility is to ensure that all files in the Parish Office are updated, properly filed in marked cabinets for easy access and dispatch internal correspondences on a timely basis. The incumbent is also expected to assist with the delivery of mails and payments/cheques to suppliers, and the preparation for events/activities carried out by the JCDC in the parish.

Core functions are but not limited to:

- ensures that all files are updated and in good conditions;
- maintains an updated filing system;
- creates files;
- serves as receptionist for the parish office;



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- ensures that all documents can be easily retrieved;
- records departmental and sick leave in leave register;
- keeps records of all closed and current files;
- ensures that all internal correspondences are delivered on time to relevant persons;
- prepares monthly attendance report for members of staff;
- filing of document on a day to day basis;
- issuing of cheques to suppliers;
- keeps log books up to date;
- assists with the preparation of venue for Events & activities including: Performing Arts Festivals, Festival Queen, Evening of Excellence, Independence Celebrations, Miss Lou Celebrations and Heritage Week Celebrations, Fundraising, etc.

Salary - \$ 595,081.00- \$707,365.00

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6. Administrative Officer (Level 2) Head Office

Under the directive of the Director, Events Management and Production Department is to provide administrative support services which are geared towards achieving overall efficiency and effectiveness of the Department in fulfilling the organization’s mandate.

Core functions are but not limited to:

- ***Departmental Reports***
 - Researches, collects and collates relevant information from department’s and director’s notes for the preparation of periodic (monthly, ad hoc and progress) reports.
 - Drafts reports for the attention of the director.
 - Copies and circulates reports to relevant personnel.
 - Files reports for future reference.
 - Does the necessary follow-ups to ensure resolution of issues.
- ***Administration of the department***
 - Sorts and presents monthly reports/itineraries for director’s attention.
 - Maintains adequate supply of stationary for the office to ensure optimal efficiency.
 - Collates and sorts invoices, bills, traveling claims and other financial documents for director’s approval.
 - Records and dispatches bills, invoices, travel claims and contracts to the accounts department for payment.
 - Responds to internal and external customer queries in order to ensure customer satisfaction.
 - Brings to the attention of the director, matters requiring his/her personal attention for the necessary action/s.
 - Maintains the divisions’ leave roster so as to advise the director on staff members’ leave availability and eligibility.



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Qualifications & Experience:

- Degree in Business Administration or Management Studies from a recognized institution. or
- A Diploma in the same and a Certified Professional Secretary Certification
- Proficiency in the use of computer software applications such as MS Word, MS PowerPoint, MS Excel, MS Publisher and MS Internet.

Salary - \$ 1,159,469.00- \$1,378,245.00

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7. Administrative Officer (Level 2) Head Office

Under the directive of the Director, Marketing and Public Relations Department is to provide administrative support services which are geared towards achieving overall efficiency and effectiveness of the Department in fulfilling the organization's mandate.

Core functions are but not limited to:

- provides secretarial, administrative and general support and manages the routine functions of the Director's Office to facilitate the availability and easy flow of information;
- establishes and maintains filing and recording systems for confidential and classified documents;
- interfaces with officials and members of the public seeking audience with the Director and deal with matters with given authority;
- establishes and maintains system for recording and dispatching mails;
- recommends certain invoices for payment to the Director;
- prepares requisition for Expenditure for certain items for the approval of the Director;
- compiles Departmental Monthly Reports, Senior Manager Reports, Quarterly Reports, Annual Reports and Bi-weekly Reports;
- analyzes information and assist with disseminating correct information to internal and external customers.

Qualifications & Experience:

- Degree in Business Administration or Management Studies from a recognized institution. or
- A Diploma in the same and a Certified Professional Secretary Certification
- Proficiency in the use of computer software applications such as MS Word, MS PowerPoint, MS Excel, MS Publisher and MS Internet.

Salary - \$ 1,159,469.00- \$1,378,245.00

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8. System Administrator (level 4) Head Office

Under the directive of the Information Communication Technology Manager, the Systems Administrator is responsible for administering all aspects of an advance, distributed computer system, plans and coordinates system utilization and performs growth analysis and capacity planning; responsible for systems and applications analysis/design and programming to produce a variety of innovative solutions to complex problems and performs installation, maintenance, training and user support as required. The Systems Administrator also plans and coordinates projects to meet future needs of the Commission and to upgrade and expand existing hardware to accommodate the growing data processing and information need of the Commission and to integrate state-of-the-art hardware and software technologies into existing and proposed network configurations, and information systems.

Core functions are but not limited to:

- manages multiple linked databases to include security, data safety and integrity, disaster recovery, and development and implementation of bulk data import/export procedures for the Commission Island-wide;
- manages multiple servers, workstations, and terminals ensuring proper integration of these components with existing company computer systems;
- plans and implements system security policy to include firewall, hosts and client access, file permissions and user accounts;
- conducts growth analysis and capacity planning to ensure that the operations of the Commission are not compromised by insufficient and inadequate technological support;
- provides on-call consulting advice and technical support to users regarding specific operational/applications issues;
- designs and develops advanced methods and procedures for collecting, organizing, interpreting, and classifying data for input and/or retrieval;
- designs and programmes specific applications in response to the needs of the Commission; install and debugs new and/or upgraded software on server and client platforms, ensuring compliance with current site licenses; designs, programmes, and manages websites and associated pages;
- researches, evaluates, purchase installs, configures and troubleshoots all hardware, peripheral and equipment necessary to meet integrated, systems objectives;

Qualifications & Experience:

- Bachelor Degree in Information Technology;
- At least four (4) years experience in the field of systems administration;
- Experience with systems security protocol, policies and procedures;
- Experience with systems growth analysis and capacity planning;
- Working knowledge of transport protocols (TCP/IP, IPX/SPX)and media technologies (Fiber, coax, twisted pair);
- Knowledge of computer site licensure regulations and requirements;
- Knowledge of broad range of relevant multi-user computer systems, applications, and/or equipment;
- Knowledge of data management techniques.

Salary - \$ 2,129,765.00 - \$2,531, 621.00

Travelling Allowance with Motor Vehicle: \$ 74,577.00 monthly

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9. Training and Development Officer (level 4) Head Office

Under the directive of the Director-HRM&D, the Training and Development Officer is responsible for improving the productivity of an organization's employees, responsible for the effective development, coordination and presentation of training and development programs for all employees island wide. Assess organization-wide developmental needs to drive training initiatives. Identify and arrange suitable training solutions for employees. Actively search, creatively design and implement effective methods to educate, enhance performance and recognize performance.

Core functions are but not limited to:

- Conducts follow-up studies of all completed training to evaluate and measure results; modify programs as needed
- Develops effective training materials utilizing a variety of media
- Develops trainer development programs and coach others involved in training efforts, providing effective growth and development opportunities. Develops and maintains property communications such as bulletin boards and newsletters to ensure employees have knowledge of property events and general information.
- Plans, organizes, facilitates and orders supplies for employee events
- Develops and monitors spending against the departmental budget
- Exemplifies the desired culture and philosophies of the organization
- Works effectively as a team member with other members of management and the human resources staff
- Develops, implements and reviews appropriate systems and methods for training needs analysis
- Develops and implements effective induction programmes and material through dialogue with managers and colleagues
- Analyzes, designs and develops, writes, delivers, reviews and evaluates training and learning interventions

Qualifications & Experience:

- Bachelor degree in Human Resource Management
- Specialization in training and development
- A minimum of five (5) years experience in Human Resource Management, of which three (3) should be at the managerial level

Salary - \$ 2,129,765.00 - \$2,531, 621.00

Travelling Allowance with Motor Vehicle: \$ 49,754.00 monthly

Suitable applicants should submit application along with detailed resumes no later than September 17, 2021 to:

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10. Driver (level 2) – Head Office

Under the directive of the Assets and Property Manager the Driver's responsibility is to transport the Jamaica Cultural Development Commission (JCDC) staff in a safe and timely manner, to transport equipment and goods safely to national events and parish office. The Driver is required to deliver good customer relations to internal and external customers.

Core functions are but not limited to:

- check vehicle to ensure working order;
- transport staff;
- transports goods;
- transports and collects equipment to events including parish offices
- assists in the renewal of vehicle documents;
- collects and presents invoices to Tax Office for zero rating;
- maintains vehicles' log book;
- ensures safe and timely delivery and pick up;
- performs other duties at JCDC events and within job duties;

Qualifications & Experience:

- Secondary Level Education;
- Possess a valid general drivers' licence;
- Possess a Government Driving Certificate;
- Possess an accident free track record;
- Over 10 years driving experience.

Salary - \$ 1,159,469.00- \$1,378,245.00

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11. Registry Assistant (Level 1) Head Office

Under the directive of the Archival Registrar, the Registry Assistant will provide the necessary support to the Registry Unit to enable efficiency to meet the needs of its customers. The Registry Assistant will undertake a wide range of general administrative and office duties including, but not limited to: responding to emails, typing, writing letters, processing mails, making and receiving telephone calls, photocopying, research, circulation of information, general filing, maintaining files and updating the database.

Core functions are but not limited to:

- assists with research for both internal and external clients;
- sorts mails for dispatch at the corporate office;
- reviews and updates all files that are sent to the documentation centre;
- scans and uploads files to archival database;



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- labels and organizes file boxes in the documentation centre;
- responds to all requests for files and/or documents made in writing;
- maintains an accurate record of files loaned on an automated or manual file indexing system;
- ensures that the necessary stationery resources to be used by the Registry are available for use;
- assists with updating records inventory;
- prepares and maintains accurate file lists and indexes using the customized automated file databases;
- prepares and /or updates description of files and files series and enter these into the Registry databases.

Qualifications & Experience:

- 5 CXC subjects including mathematics and English
- Training in records management

Salary - \$ 595,081.00 - \$ 707,365.00

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